



**HOUSING AUTHORITY  
of the County of Los Angeles**

Administrative Office

2 Coral Circle • Monterey Park, CA 91755

323.890.7001 • www.lacdc.org • TTY: 323.838.7449



**Gloria Molina**  
**Yvonne Brathwaite Burke**  
**Zev Yaroslavsky**  
**Don Knabe**  
**Michael D. Antonovich**  
Commissioners

**Carlos Jackson**  
Executive Director

**AGENDA  
FOR THE REGULAR MEETING OF THE  
LOS ANGELES COUNTY HOUSING COMMISSION  
WEDNESDAY, FEBRUARY 23, 2005  
12:00 NOON  
2 CORAL CIRCLE  
MONTEREY PARK, CALIFORNIA 91755  
(323) 890-7001**

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**1. Call to Order:**

**2. Roll Call:**

**Henry Porter, Chair**  
**Lynn Caffrey Gabriel, Vice Chair**  
**Chris Amegatcher**  
**Severyn Aszkenazy**  
**Philip Dauk**  
**Treneatra Farmer**  
**Sharon M.Y. Lowe**  
**Andrew Nguyen**

**3. Reading and Approval of the Minutes of the Previous Meeting:**

Regular Meeting of January 26, 2005

**4. Report of the Executive Director**

**5. Staff Presentation: Quarterly Contract Status Report – Geoffery Siebens**

**6. Presentation: University of California Cooperative Extension County of Los Angeles – Rachel Surls, County Director.**

**7. Public Comments: The public may speak on matters that are within the jurisdiction of the Housing Commission. Each person is limited to three minutes.**



## Regular Agenda

**8. Approve Award of Construction Contract to Replace 220 Sheds at Harbor Hills Housing Development (4)**

Recommendation: Recommend approval of the award of a Construction Contract with Ryco Construction, Inc., in the amount of \$431,134, to demolish existing sheds and construct 220 new sheds at the Harbor Hills housing development in the City of Lomita; and authorize the Executive Director to execute the Construction Contract and approve contract change orders not exceeding \$86,227 for unforeseen project costs. (APPROVE)

**9. Approve Purchase Agreement for 1,153 Wall Furnaces for 1,104 Public Housing Units (4, 5)**

Recommendation: Recommend approval of the award of a Purchase Agreement to Air Cold Supply-A Ferguson Enterprise, in the amount of \$363,203,65, to provide wall furnaces for the following housing developments: Carmelitos, located at 761 Via Carmelitos, Long Beach; Foothill Villa, located at 2423 Foothill Boulevard, La Crescenta; Harbor Hills, located at 26607 South Western Avenue, Lomita; and Orchard Arms, located at 23410 Wiley Canyon Road, Valencia; and authorize the Executive Director to execute the Purchase Agreement and all related documents. (APPROVE)

**10. Approve Fiscal Year 2005-2006 Annual Plan (ALL DISTRICTS)**

Recommendation: Recommend approval of the 2005-2006 Annual Plan, and authorize the Executive Director to take all actions required to receive from HUD a total of \$6,340,254 in Capital Fund Program funds for resident programs, operating costs, and the rehabilitation of 2,365 housing units at 17 Conventional Public Housing Program developments throughout Los Angeles County, as described in the Annual Plan. (APPROVE)

**11. Approve Award of Two One-Year Agreements for Copier Paper and Miscellaneous Printing Supplies (ALL DISTRICTS)**

Recommendation: Recommend approval for the Executive Director to expend an aggregate of up to \$125,400 for copier paper and miscellaneous printing supplies, over a maximum three-year period, to be provided to the Housing Authority under agreements that will be entered into between the Community Development Commission and Keldon Paper Company and Kirk Paper, Packaging & Graphics; and authorize the Executive Director to approve an additional \$10,930 over the three-year period, for unanticipated costs. (APPROVE)

**12. Approve Award of Construction Contract for Flooring Replacement at the Carmelitos Senior Housing Development (4)**

Recommendation: Recommend approval of the award of Construction Contract to HM Carpet, Inc., in the amount of \$131,725, for flooring replacement at the Carmelitos senior housing development in the City of Long Beach; and authorize

the Executive Director to execute the Construction Contract and to approve change orders not exceeding \$26,345 for unforeseen project costs. (APPROVE)

**13. Approve Award of Construction Contract for Building Improvements at the Villa Nueva Rental Housing Construction Program Housing Development (1)**

Recommendation: Recommend approval of the award of a Construction Contract to CWS Systems, Inc., in the amount of \$244,231, to complete dwelling structure improvements at the Villa Nueva Rental Housing Construction Program (RHCP) family housing development in unincorporated Los Angeles County; and authorize the Executive Director to execute the Construction Contract and approve change orders not exceeding \$17,848 for unforeseen project costs. (APPROVE)

**14. Approve Award of Construction Contract for Roofing Replacement at Six Housing Developments in Unincorporated South Los Angeles (1, 2)**

Recommendation: Recommend approval of the award of a Construction Contract to Cooper Roofing Services, Inc., in the amount of \$116,277.77, to complete roofing replacement at six properties in Unincorporated South Los Angeles; and authorize the Executive Director to execute the Construction Contract and approve change orders not exceeding \$29,069.44 for unforeseen project costs. (APPROVE)

**15. Housing Commissioner Comments and Recommendations for Future Agenda Items.**

Housing Commissioners may provide comments or suggestions for future agenda items.

Copies of the preceding agenda items are on file and are available for public inspection between 8:00 a.m. and 5:00 p.m., Monday through Friday, at the Housing Authority's main office located at 2 Coral Circle in the City of Monterey Park. Access to the agenda and supporting documents is also available on the Housing Authority's website.

Agendas in Braille are available upon request. American Sign Language (ASL) interpreters, or reasonable modifications to Housing Commission meeting policies and/or procedures, to assist members of the disabled community who would like to request a disability-related accommodation in addressing the Commission, are available if requested at least three business days prior to the Board meeting. Later requests will be accommodated to the extent possible. Please contact the Executive Office of the Housing Authority by phone at (323) 838-5051, or by e-mail at [Marisol.Ramirez@lacdc.org](mailto:Marisol.Ramirez@lacdc.org), from 8:00 a.m. to 5:00 p.m., Monday through Friday.

THE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES

MINUTES FOR THE REGULAR MEETING OF THE

LOS ANGELES COUNTY HOUSING COMMISSION

Wednesday, January 26, 2005

The meeting was convened at the Athens Westmont Business Center, located at 11601 South Western Avenue, Los Angeles, California 90047.

Digest of the meeting. The minutes are being reported seriatim. A taped record is on file at the main office of the Housing Authority.

The meeting was called to order by Chair Treneatra Farmer at 12:29 p.m.

| <b>ROLL CALL</b>     | <b><u>Present</u></b> | <b><u>Absent</u></b> |
|----------------------|-----------------------|----------------------|
| Chris Amegatcher     |                       | X                    |
| Severyn Aszkenazy    | X                     |                      |
| Philip Dauk          |                       | X                    |
| Treneatra Farmer     | X                     |                      |
| Lynn Caffrey Gabriel | X                     |                      |
| Sharon M.Y. Lowe     |                       | X                    |
| Andrew Nguyen        | X                     |                      |
| Henry Porter, Jr.    | X                     |                      |

**PARTIAL LIST OF STAFF PRESENT:**

Bobbette Glover, Assistant Executive Director  
Rebecca Craigo, Director, Assisted Housing Division  
Marie Quon-Hom, Assistant Director, Assisted Housing Division  
Arlene Black, Manager, Housing Management Division  
Carolina Romo, Manager, Housing Management Division  
Esther Keosababian, Manager, Housing Management Division  
Karen Ramirez-Smith, Manager, Executive Office of Budget  
Lonii Prevost, Development Specialist, Economic Redevelopment Division

**GUESTS PRESENT:**

Brian Alten, PHA Finance Consultant

**Reading and Approval of the Minutes of the Previous Meetings**

On Motion by Commissioner Gabriel, seconded by Commissioner Farmer, the Minutes of the Regular Meeting of December 22, 2004, were approved with the following corrections:

Agenda Item 11 - Prior to Approval

Commissioner Porter requested that the first sentence be replaced with the following: "Commissioner Porter asked if staff has considered using reclaimed water for irrigation at the sites, and suggested that plants with drought tolerant root structures be used, as well as those with deep root structures that will not damage newly placed sidewalks."

Agenda Item 14 – Paragraph Two

Commissioner Porter requested that the following correction be added: "Commissioner Porter made the comment that the Housing Commissioners might wish to consider donating their monthly honoraria to the CDF as a charitable contribution. Commissioner Aszkenazy asked whether it is possible for the Commissioners' honorarium checks to be endorsed and transferred back to the Commission as a charitable donation to the CDF."

**Agenda Item No. 4 - Report of the Executive Director**

This report was presented by Bobbette Glover with staff participation.

Staff will execute an agreement with Adelphia Cable to install cable at Nueva Maravilla. Regular updates will be provided to the Housing Commission.

Bobbette Glover announced that The Related Companies has been selected for the acquisition and transfer of Ujima Village. One firm is challenging the scoring process, and staff is consulting with County Counsel on a response.

Ms. Lonii Prevost provided information on the Athens Westmont Business Center (AWBC) and the business development services it provides.

Keisha Nathaniel, Property Supervisor for the South Scattered Sites, whose program functions are based at the AWBC, provided remarks about the program.

**Agenda Item No. 5 – Staff Presentation: Electrical Safety for Residents**

Arlene Black reported on whether lease agreements have language on electrical safety. While no such language is included, there are guidelines followed by staff during annual inspections, and appropriate brochures will be provided to residents. Maria Badrakhan added that the Housing Authority's energy conservation measures include the installation of meters to determine cost savings and a future energy audit.

A new code related to electrical wall receptacles and child safety was discussed. Commissioner Porter offered to investigate the code and report at the next meeting.

**Agenda Item No. 6 – Staff Presentation: Ralph M. Brown Act**

Matt Lust made a power point presentation on the Ralph M. Brown Act which guarantees the public's right to attend and participate in meetings of local legislative bodies.

**Agenda Item No. 7 – Selection of Representatives to Attend the NAHRO Conference**

Following discussion it was decided that Commissioner Gabriel and Aszkenazy would attend the 2005 NAHRO Legislative Conference

**Agenda Item No. 8 – Public Comments**

No members of the public were in attendance.

**Regular Agenda**

**APPROVE HOUSING COMMISSION TRAVEL POLICY  
AGENDA ITEM NO. 9**

It was requested that the Housing Commissioners provide photocopies of their automobile insurance cards at the next meeting. The following points on the new policy were discussed: can limousines be used instead of taxis and shuttles, and can the cost difference be reimbursed; is the County registered with the major car rental companies as a corporate entity, in order to receive the corporate rate; should additional liability insurance be purchased from rental car companies to supplement private policies; do frequent flyer miles accrue to the County or the traveler. A request was also made for the current mileage rates. Agenda Item 9 was continued to the next meeting.

**APPROVE PURCHASE AGREEMENT FOR 1,153 WALL FURNACES FOR 1,104  
PUBLIC HOUSING UNITS (4, 5)  
AGENDA ITEM NO. 10**

The following matters were discussed: will the 90-day warranty from the supplier be sufficient, since it will expire during the time between delivery and installation; would an extended warranty be appropriate to provide safeguards during delivery and installation; is the per-unit cost of \$291, plus tax, accurate, based on the relationship of British Thermal Units to room size. Agenda Item 10 was continued to the next meeting.

**On Motion by Commissioner Aszkenazy, seconded by Commissioner Gabriel and unanimously carried, the following was approved by the Housing Commission:**

**APPROVE AMENDMENT NO. 1 TO CONTRACT WITH PHA FINANCIAL TO EXPAND  
SERVICES AND ADD RELATED COMPENSATION FOR ASSISTANCE WITH  
IMPLEMENTATION OF REGULATORY CHANGES FOR PUBLIC HOUSING  
PROGRAM (ALL DISTRICTS)  
AGENDA ITEM NO. 11**

1. Recommend that the Board of Commissioners authorize the Executive Director of the Housing Authority to execute Amendment No. 1 to the Contract between

the Housing Authority and PHA Finance, presented in substantially final form, to increase compensation by \$30,000, from \$49,999 to \$79,999, to be effective following approval as to form by County Counsel and execution by all parties; and authorize the Executive Director to expand the statement of work to include implementation of anticipated U.S. Department of Housing and Urban Development (HUD) regulatory revisions relating to public housing programs.

2. Recommend that the Board of Commissioners authorize the Executive Director of the Housing Authority to incorporate \$30,000 in Section 8 Administrative Reserves into the Housing Authority's approved 2004-2005 Fiscal Year budget for the above purpose.

Prior to Approval

Discussion took place on the services to be provided by PHA Finance, which has been instrumental in obtaining \$1 million in additional subsidy for the Housing Authority. Staff reported that as part of implementing the site-based financial system, it is evaluating its housing sites and developing funding expenditure models for each property.

**Agenda Item No. 12 – Housing Commissioner Comments and Recommendations for Future Agenda Items.**

The suggestion was made to announce the Housing Commission meetings in the Tenant Talk newsletter to encourage attendance.

A request was made to distribute the Agency Plan as soon as possible. A request was also made for instructions on donating Housing Commissioner honoraria to the CDF, which will be provided at the next meeting.

The next scheduled meeting of the Housing Commission will be held at Noon on Wednesday, February 23, 2005, at the Housing Authority's main office, located at 2 Coral Circle, Monterey Park, CA 91755.

On Motion by Commissioner Aszkenazy, the Regular Meeting of January 26, 2005, was adjourned at 2:00 p.m.

Respectfully submitted,



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CARLOS JACKSON  
Secretary -Treasurer

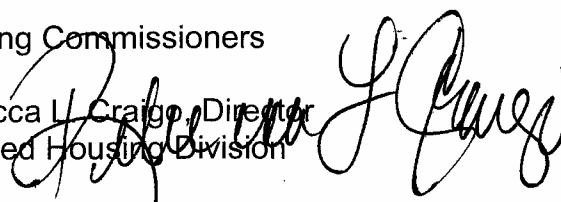
**Housing Authority - County of Los Angeles**

**FOR YOUR INFORMATION ONLY**

February 23, 2005

TO: Housing Commissioners

FROM: Rebecca L. Craig, Director  
Assisted Housing Division



**SUBJECT: THE FAMILY SELF-SUFFICIENCY (FSS) PROGRAM**

**FSS Program Update**

Effective January 4, 2005, the Housing Authority of the County of Los Angeles (HACoLA) announced they would no longer accept FSS applications from Section 8 Housing Choice Voucher (HCV) participants. Presently, the FSS program meets the U.S. Department of Housing and Urban Development (HUD) mandatory slots requirement. FSS will continue to enroll public housing residents until further notice.

For the month of January, FSS processed 32 contracts with the effective date of January 1, 2005. FSS enrolled 19 new Section 8 HCV participants into the FSS program and 17 of the 32 contracts are pending a final request for signature in the month of February. FSS awarded 2 educational scholarships to assist with college tuition for Spring 2005. FSS provided bus passes to seven working families to assist with their commute to work or school. In addition, FSS provided 3 job referrals to one participant.

On January 26, 2005, FSS staff attended a meeting to begin planning the Southeast Area Social Services Funding Authority's (SASSFA) *Partners for Progress 3rd Annual Resource Fair*. It will be held in the City of Whittier on Thursday, March 17, 2005. FSS will share a resource booth with the Community Resource Center (CRC). FSS will be sending out flyers to FSS participants residing in Whittier and the surrounding cities.

**Graduations**

This month, two families graduated from the FSS program. The total number of graduates to date is 131.

If you have any questions, please call me at (562) 347-4880.

RLC:MF:CL:dt  
Commissionreport01.05



**Housing Authority - County of Los Angeles**

February 23, 2005

TO: Housing Commissioners  
FROM: Bobbette A. Glover, Assistant Executive Director



**SUBJECT: HOUSING COMMISSION QUARTERLY CONTRACT STATUS REPORT**

Attached is the quarterly contract status report, which includes all Housing Authority "active projects." These contracts have been approved by, or are pending approval by, the Housing Commission and are in contract award, construction, or closeout phases. The report is primarily the summary status as entered in TRACKER by the assigned project managers of CMD, as of today.

One or more CMD representatives will be available at the February 23, 2005 Housing Commission meeting to answer questions. Thank you.

BG:QCStatus report

# Contract Status Report

| District Project Name |  | Contractor Name                    |  | Original Contract Amount | Current Contract Amount | % Cng Orders | Approved Payments | %Cmpl | <u>Status</u>   |  |
|-----------------------|--|------------------------------------|--|--------------------------|-------------------------|--------------|-------------------|-------|---|--|
|                       |  |                                    |  | Amount                   | Amount                  |              |                   |       | Pending Action / Forecast   |  |
| 1st                   | Maravilla Electrical Systems<br>Tracker #: TP000279              | Edwin G. Bowen Company Inc.        |  | \$74,876                 | \$74,876                | 0%           | \$58,550          | 78%   | Project is scheduled for re-bid. The pre-bid conference is scheduled for 2/15/05. Bid opening is scheduled for 3/1/05.  |  |
| 1st                   |  | Skips Electric Inc.                |  | \$9,800                  | \$9,800                 | 0%           | \$0               | 100%  | Review bids and recommend award for March Housing Commission meeting for approval, pending receipt of responsive bids.  |  |
| 1st                   |  | EDWIN G. BOWEN COMPANY INC         |  | \$467,907                | \$546,084               | 17%          | \$374,942         | 69%   |   |  |
| 1st                   |  | ROKNI ELECTRIC COMPANY INC.        |  | \$12,000                 | \$22,500                | 88%          | \$22,500          | 100%  |   |  |
| 1st                   | Nueva Maravilla New Tot Lot (FY 04-05)<br>Tracker #: TP001609    | MALIBU - PACIFIC TENNIS COURTS INC |  | \$74,500                 | \$74,500                | 0%           | \$74,500          | 100%  | Work is completed; a grand opening will be scheduled by HMD for early March '05. Upon resolution of Labor Compliance issue, CMD will release the retention.                       |  |
| 1st                   | Villa Nueva RHCP FY 04-05<br>Tracker #: TP001754                 | CWS Systems Inc.                   |  | \$244,231                | \$244,231               | 0%           | \$0               | 0%    | Board letter and contract have been submitted to BL staff for review for February Housing Commission and 3/8/05 Board agenda. Contractor and county counsel have signed contract. |  |
| 2nd                   | 107th St. Housing Development (501-02-03)<br>Tracker #: TP000861 | M.L. CONSTRUCTION                  |  | \$650,283                | \$650,283               | 0%           | \$0               | 0%    | Construction starts February 16, 2005.  |  |
| 2nd                   | 88th-Beach Kitchen Rehab and Windows<br>Tracker #: TP001169      | TORRES CONSTRUCTION CORPORATION    |  | \$78,000                 | \$75,270                | -4%          | \$79,680          | 100%  | Torres Construction to submit close out documents such as warranties & WIC inspection final corrections for kitchen cabinets.   |  |

| District | Project Name  | Contractor Name                 | Original Contract |             | Current Contract |          | Approved |        | Status   |          |       |                           |
|----------|---|---------------------------------|-------------------|-------------|------------------|----------|----------|--------|--|----------|-------|---------------------------|
|          |   |                                 | Amount            | Contract    | Amount           | Contract | % Cng    | Orders |  | Payments | %Cmpl | Pending Action / Forecast |
|          |   |                                 |                   |             |                  |          |          |        |  |          |       |                           |
| 2nd      | Ujima Village Rehab (04-05 15 units)<br><u>Tracker #:</u> TP001729              | M.L. CONSTRUCTION               | \$410,000         | \$430,670   | \$430,670        | 5%       | 100%     |        | Ten units were completed and accepted by Housing Management on 1/24/05. A final punch list was conducted on the remaining 5 units on 2/7/05 and the units were also accepted by Housing Management. CMD will compile warranties and close out project by the end of February.  |          |       |                           |
| 3rd      | Santa Monica, RHCP Sites Roofing Replacement<br><u>Tracker #:</u> TP000942      | Cooper Roofing Service, Inc.    | \$87,778          | \$87,778    | \$87,778         | 0%       | 100%     |        | CMD to prepare a change order for the additional work at the 20th Street site (the State approved use of contingency to re-roof one additional building).  |          |       |                           |
| 3rd      | Various Scattered Sites Flooring (501-02)<br><u>Tracker #:</u> TP001162         | CONTINENTAL FLOORING CO         | \$128,800         | \$126,606   | \$97,952         | -2%      | 77%      |        | Continental Flooring has finished this project including Santa Monica site. Contractor is aware of contract completion date (12/22/04), and liquidated damages are due. There will be a meeting with contractor to resolve minor discrepancies, credits, and close out project.  |          |       |                           |
| 3rd      | Westknoll & Palm Cabinet Replacement and Building<br><u>Tracker #:</u> TP001158 | TORRES CONSTRUCTION CORPORATION | \$954,000         | \$980,753   | \$918,148        | 3%       | 94%      |        | CMD is working with the contractor to close out the project.   |          |       |                           |
| 4th      | Carmelitos Senior Common Area Flooring (FY 04-05)<br><u>Tracker #:</u> TP001192 | HM Carpet, Inc.                 | \$131,725         | \$131,725   | \$0              | 0%       | 0%       |        | Continental Flooring Company (1st low bidder) did not respond by the deadline to appeal our recommendation to reject their bid as being non-responsive and non-responsive.<br><br>The Board Letter to recommend award to the second lowest responsive and responsible contractor is expected to be filed for the February Housing Commission and for the March 8, 2005 Board agenda. |          |       |                           |
| 4th      | Harbor Hills Community Center<br><u>Tracker #:</u> TP000275                     | EDWIN G. BOWEN COMPANY INC      | \$3,570,000       | \$4,005,278 | \$3,984,710      | 12%      | 99%      |        | CMD is waiting for plan check corrections from DPW in order to bid out the ADA site work design. The construction for the ADA site work is anticipated to start in the middle of this year, after plan check, bidding, and bid review is completed.  |          |       |                           |
| 4th      | Harbor Hills Storage Shed Replacement (FY 04-05)<br><u>Tracker #:</u> TP001604  | Ryco Construction, Inc.         | \$431,134         | \$431,134   | \$0              | 0%       | 0%       |        | The contract will be submitted February Housing Commission and if approved will be filed for the March 8, 2005 Board agenda.   |          |       |                           |

| District Project Name  | Contractor Name              | Original Contract |  | Current Contract |              | Approved Payments |       | Pending Action / Forecast  |  | Status |
|--|------------------------------|-------------------|--|------------------|--------------|-------------------|-------|--|--|--------|
|  |                              | Amount            |  | Amount           | % Cng Orders | Payments          | %Cmpl |  |  |        |
| 4th Harbor Hills Tub Replacement 501-02<br>Tracker #: TP001171 | Natural Building Maintenance | \$900,000         |  | \$913,670        | 2%           | \$909,008         | 99%   | Building and Safety inspected the bathroom rehabilitation work and approved them. However, they will not issue the final sign-off until we comply with code requirement to install bedroom smoke detectors (required whenever rehabilitation work exceeds \$1,000). Contractor was asked to provide a proposal to install bedroom smoke detectors, which will be incorporated as a change order. |  |        |

TOTALS: \$8,225,034 \$8,805,158 7% \$7,038,438



**HOUSING AUTHORITY  
of the County of Los Angeles**

Administrative Office

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**Gloria Molina**  
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**Zev Yaroslavsky**  
**Don Knabe**  
**Michael D. Antonovich**  
Commissioners

**Carlos Jackson**  
Executive Director

February 23, 2005

Honorable Housing Commissioners  
Housing Authority of the  
County of Los Angeles  
2 Coral Circle  
Monterey Park, California 91755

Dear Commissioners:

**APPROVE CONSTRUCTION CONTRACT FOR SHED REPLACEMENT AT THE  
HARBOR HILLS HOUSING DEVELOPMENT (4)**

**IT IS RECOMMENDED THAT YOUR COMMISSION:**

1. Recommend that the Board of Commissioners find that demolishing 220 existing sheds and erecting new sheds on the existing concrete pads at the Harbor Hills housing development, located at 26607 S. Western Ave, in the City of Lomita, is exempt from the provisions of the California Environmental Quality Act (CEQA), as described herein, because the work includes activities that will not have the potential for causing a significant effect on the environment.
2. Recommend that the Board of Commissioners approve the award of a Construction Contract (Contract), in the amount of \$431,134, to Ryco Construction, Inc. (Contractor) to complete the above work; and authorize the Executive Director of the Housing Authority to execute the Contract and all related documents, to be effective upon the issuance of the Notice to Proceed, which will not exceed 30 days following the date of Board approval.
3. Recommend that the Board of Commissioners authorize the Executive Director to use a total of \$196,020 in Community Development Block Grant (CDBG) funds allocated to the Fourth Supervisorial District, and a total of \$235,114 in Capital Fund Program funds, for the purpose described herein; and authorize the Executive Director to approve Contract change orders not exceeding \$86,227 for unforeseen project costs, using Capital Fund Program funds.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:**

The purpose of this action is to award a Contract that provides for a construction period of 120 days to remove 220 existing sheds and erect new sheds on the existing concrete pads at the Harbor Hills housing development.

**FISCAL IMPACT/FINANCING:**

There is no impact on the County general fund. The Housing Authority will fund the Contract with \$196,020 in CDBG funds allocated to the Fourth Supervisorial District and \$235,114 in Capital Fund Program funds. A 20 percent contingency, in the amount of \$86,227, is also being set aside for unforeseen costs Capital Fund Program funds.

The staff estimate for this project was \$383,570.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS:**

The Harbor Hills housing development is comprised of 301 units of family housing and contains 220 sheds that are used by residents for storage. The Housing Authority wishes to retain the services of the Contractor to replace all 220 sheds at the development. The existing sheds presently show general damage and deterioration, water damage from leaky roofs, damage to the doors from break-ins and general wear, which requires the sheds to be completely replaced. The new sheds are pre-fabricated tuff sheds that will match the existing architecture and be easier to maintain than the current sheds. The new sheds will be six feet by six feet in size and made of plywood and stucco, with a shingled roof. The Contractor will be responsible for demolishing the existing sheds, properly disposing the debris, and erecting the new sheds on the existing concrete pads.

It is anticipated that the entire project will be completed within 120 calendar days following the Notice to Proceed.

The improvements are being federally funded, and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the General Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, the Contractor will comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain HUD assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

The Contract has been approved as to form by County Counsel and executed by Ryco Construction, Inc.

**ENVIRONMENTAL DOCUMENTATION:**

Approval of the Construction Contract is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.34 (a)(1) because it involves activities that will not have a physical impact on or result in any physical changes to the environment. The activities are not subject to the provisions of the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines 15060 (c)(3) and 15378 because they are not defined as a project under CEQA and do not have the potential for causing a significant effect on the environment.

The environmental review record for this project is available for viewing by the public during regular business hours at the Housing Authority's main office located at 2 Coral Circle, Monterey Park.

**CONTRACTING PROCESS:**

On November 23, 2004, the Housing Authority initiated an outreach to identify a contractor to complete the work at the subject property. Invitations for Bids were mailed to 445 contractors identified from the Housing Authority's vendor list. Advertisements also appeared in eight newspapers and on the County WebVen website. Seven bid packages were requested and distributed.

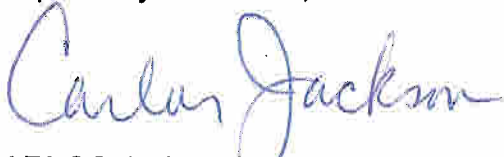
On December 22, 2004, two bids were received and formally opened. The lowest bid, submitted by Ryco Construction, Inc., was determined to be the most responsive and is being recommended for the Contract award.

The Summary of Outreach Activities is provided with this letter as Attachment A.

**IMPACT ON CURRENT PROJECT:**

The award of the Contract will upgrade and preserve the sites, and provide residents with a durable shed in which to store belongings without the fear of damage or theft.

Respectfully submitted,



CARLOS JACKSON  
Executive Director

## ATTACHMENT A

### Summary of Outreach Activities

#### Construction Contract for the Harbor Hills Housing Development

On November 23, 2004, the following outreach was initiated to identify a contractor to demolish the existing sheds and erect new sheds at the Harbor Hills Housing Development.

##### A. Newspaper Advertising

Announcements appeared in the following eight local newspapers:

Dodge Construction News  
Eastern Group Publications  
International Daily News  
La Opinion

Los Angeles Sentinel  
Los Angeles Times  
The Daily News  
WAVE Community Newspapers

An announcement was also posted on the County WebVen website.

##### B. Distribution of Bid Packages

The Housing Authority's vendor list was used to mail out Invitations for Bids to 445 contractors, of which 391 identified themselves as businesses owned by minorities or women (private firms which are 51 percent owned by minorities or women, or publicly-owned businesses in which 51 percent of the stock is owned by minorities or women). As a result of the outreach, seven bid packages were requested and distributed.

##### C. Pre-Bid Conference and Site Walk

On December 7, 2004, a mandatory pre-bid conference and site walk was conducted. Seven firms were in attendance.

##### D. Bid Results

On December 22, 2004, a total of two bids were received and publicly opened. One firm identified itself as minority-owned. The bid results were as follows:

| <u>Company</u>          | <u>Bid Amount</u> |
|-------------------------|-------------------|
| Ryco Construction, Inc. | \$431,134         |
| Envirocon, Inc.*        | \$471,730         |

\*Minority-owned firm



E. Minority/Women Participation – Firm Selected

| <u>Name</u>             | <u>Ownership</u> | <u>Employees</u>   |
|-------------------------|------------------|--|
| Ryco Construction, Inc. | Non-Minority     | Total: 5<br>3 minorities<br>2 woman<br>60% minority<br>40% women |

F. Minority/Women Participation - Firms Not Selected

| <u>Name</u>     | <u>Ownership</u> | <u>Employees</u>  |
|-----------------|------------------|---|
| Envirocon, Inc. | Minority         | Total: 28<br>20 minorities<br>1 woman<br>71% minority<br>4% women |

The Housing Authority conducts ongoing outreach to include minorities and women in the contracting process, including: providing information at local and national conferences; conducting seminars for minorities and women regarding programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the Housing Authority.

The recommended award of Contract is being made in accordance with the Housing Authority's policies and federal regulations, and without regard to race, creed, color, or gender.

## **Contract Summary**

**Project Name:** Harbor Hills Shed Replacement  
**Location:** 26607 S. Western Ave, Lomita, CA 90717  
**Bid Number:** CM-05-013  
**Bid Date:** December 22, 2004  
**Contractor:** Ryco Construction, Inc.  
**Services:** Replace Existing Sheds with New Sheds

**Contract Documents:** Part A - Instructions to Bidders and General Conditions; Part B - Specifications; Part C - Bidder's Documents, Representations, Certifications, Bid, and Other Statements of Bidder; all addenda to the Contract Documents.

**Time of Commencement and Completion:** The work to be performed under this Construction Contract shall be commenced within ten (10) days after a Notice to Proceed is received by the Contractor, or on the date specified in the Notice, whichever is later, and shall be completed within one hundred twenty (120) calendar days following the required commencement date.

**Liquidated Damages:** In the event of breach of contract, the Contractor and his/her sureties shall be liable for, and shall pay to the Housing Authority the sum of **Four Hundred Dollars and Zero Cents (\$400.00)** as liquidated damages for each calendar day of delay, until the Work is accepted by the Owner.

**Contract Sum:** The Housing Authority shall pay the Contractor for the performance of the Construction Contract subject to additions and deductions by Change Order(s) as provided in the Contract Documents, in current funds, the sum of **Four Hundred Thirty One Thousand One Hundred Thirty Four Dollars and Zero Cents (\$431,134.00)**. The Contract Sum is not subject to escalation, and includes all labor and material increases anticipated throughout the duration of this Construction Contract.

**Contract Contingency:** \$86,227



**HOUSING AUTHORITY  
of the County of Los Angeles**

Administrative Office

2 Coral Circle • Monterey Park, CA 91755

323.890.7001 • www.lacdc.org • TTY: 323.838.7449



**Gloria Molina**  
**Yvonne Brathwaite Burke**  
**Zev Yaroslavsky**  
**Don Knabe**  
**Michael D. Antonovich**  
Commissioners

**Carlos Jackson**  
Executive Director

February 23, 2005

Honorable Housing Commissioners  
Housing Authority of the  
County of Los Angeles  
2 Coral Circle  
Monterey Park, California 91755

Dear Commissioners:

**APPROVE AGREEMENT FOR THE PURCHASE OF 1,153 WALL FURNACES  
FOR 1,104 PUBLIC HOUSING UNITS (4, 5)**

**IT IS RECOMMENDED THAT YOUR COMMISSION:**

1. Recommend that the Board of Commissioners approve and authorize the Executive Director of the Housing Authority to execute an Agreement for the Purchase of Wall Furnaces, and all related documents, with Air Cold Supply-A Ferguson Enterprise, in the amount of \$363,203.65, for the purchase of wall furnaces for the Carmelitos housing development, located at 761 Via Carmelitos, Long Beach; the Foothill Villa housing development, located at 2423 Foothill Boulevard, La Crescenta; the Harbor Hills housing development, located at 26607 South Western Avenue, Lomita; and the Orchard Arms housing development, located at 23410 Wiley Canyon Road, Valencia.
2. Recommend that the Board of Commissioners authorize the Executive Director to use a total of \$363,203.65 in previously approved Community Development Block Grant (CDBG) Float Loan funds, for the purposes described herein.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:**

The purpose of this action is to purchase 1,153 wall furnaces. A total of 1,104 wall furnaces will replace outdated equipment in one-, two-, and three-bedroom units located at four housing sites, and 49 wall furnaces are needed to replace a second wall furnace in the four-bedroom units at Carmelitos.

**FISCAL IMPACT/ FINANCING:**

There is no impact on the County general fund. The Housing Authority will fund the improvements with \$363,203.65 in CDBG Float Loan funds.

The per-unit cost of the 1,153 heaters is \$291, plus tax, a total of \$363,203.65. The staff estimate was \$320 each, plus tax, a total of \$399,399.20.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS:**

On May 11, 2004, the Board approved a CDBG Float Loan between the County of Los Angeles and the Housing Authority to provide funding for site and building improvements at six public housing developments, including the four subject properties.

The Housing Authority wishes to purchase 1,153 wall furnaces from Air Cold Supply-A Ferguson Enterprise to replace the existing wall furnaces at the four housing developments of Carmelitos, Foothill Villa, Harbor Hills, and Orchard Arms. The existing furnaces are over 10 years old and require frequent repairs. Also, the existing furnaces are discontinued models and parts are difficult to obtain. The dimensions and capabilities of the new furnaces match the existing furnaces, so no retrofitting will be required.

A Request for Proposals for installation of the furnaces will be initiated as soon as the Board approves the purchase. Selection of contractors to install the furnaces and safely dispose of the existing furnaces will likely be accomplished in April 2005. A request for the Board to approve the selected installation contractors, and receipt of the furnaces from Air Cold Supply-A Ferguson Enterprise will be completed during the month of May 2005. Installation is scheduled for completion by March 31, 2006. The four housing sites have adequate space to securely store the wall furnaces.

24 Code of Federal Regulations, Chapter 135, Section 3, states that the purchase of supplies and materials is exempt from compliance with Section 3 of the Housing and Community Development Act of 1968, as amended. Accordingly, the vendor is also exempt from compliance with the Greater Avenues for Independence (GAIN) Program and the General Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles.

The Agreement has been approved as to form by County Counsel and executed by Air Cold Supply-A Ferguson Enterprise.

**ENVIRONMENTAL DOCUMENTATION:**

Pursuant to 24 Code of Federal Regulations, Part 58, Section 58.35 (b)(3), this action is excluded from the National Environmental Policy Act (NEPA) because it involves activities that will not alter existing environmental conditions. The action is not subject to the provisions of the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines 15060 (c)(3) and 15378 because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.

The environmental review record for this project is available for viewing by the public during regular business hours at the Housing Authority's main office, located at 2 Coral Circle, Monterey Park.

**CONTRACTING PROCESS:**

On November 1, 2004, the Housing Authority initiated an outreach to identify a vendor to provide the wall furnaces for the subject properties. Invitations for Bids were mailed to 69 firms identified from the Housing Authority's vendor list. Advertisements also appeared in eight newspapers and on the County web site. Twenty-two bid packages were requested and distributed.

On November 23, 2004, six bids were received and formally opened. Three bids were found to be non-responsive. The lowest bid, for the Williams Furnace Company brand of wall furnaces, submitted by Air Cold Supply-A Ferguson Enterprise, was determined to be the most responsive and is being recommended for the Agreement award.

The Summary of Outreach Activities is provided as Attachment A.

**IMPACT ON CURRENT PROJECT:**

The purchase of the wall furnaces will upgrade and preserve the housing developments, and provide residents with properly functioning heating units.

Respectfully submitted,



CARLOS JACKSON  
Executive Director

CJ:Wall Furnaces 2  
Attachments: 2

## ATTACHMENT A

### Summary of Outreach Activities

#### **PURCHASE OF WALL FURNACES FOR CARMELITOS IN LONG BEACH, FOOTHILL VILLA IN LA CRESCENTA, HARBOR HILLS IN LOMITA, AND ORCHARD ARMS IN VALENCIA**

On November 1, 2004, the following outreach was initiated to identify a vendor who could supply 1,153 wall furnace units for four public housing developments.

##### A. Newspaper Advertising

Announcements appeared in the following eight local newspapers:

|                            |                           |
|----------------------------|---------------------------|
| Daily News Los Angeles     | Long Beach Press Telegram |
| Eastern Group Publications | Los Angeles Sentinel      |
| International Daily News   | Los Angeles Times         |
| La Opinion                 | WAVE Community Newspapers |

An announcement was also posted on the County web site.

##### B. Distribution of Bid Packets

The Housing Authority's vendor list was used to mail out Invitations for Bids to 69 vendors, of which 22 identified themselves as businesses owned by minorities or women (private firms which are 51 percent owned by minorities or women, or publicly-owned businesses in which 51 percent of the stock is owned by minorities or women). As a result of the outreach, 22 bid packages were requested and distributed.

##### C. Bid Results

On November 23, 2004, a total of six bids were received and publicly opened. Three bids were determined to be non-responsive. The results were as follows:

| <u>Company</u>                        | <u>Bid Amount</u> |
|---------------------------------------|-------------------|
| Air Cold Supply-A Ferguson Enterprise | \$363,203.65      |
| Aero Fresh Industries, Inc.           | \$394,694.96      |
| Burke Engineering Co.                 | \$519,306.33      |

D. Minority/Female Participation – Firm Selected

| <u>Name</u>                           | <u>Ownership</u> | <u>Employees</u>  |
|---------------------------------------|------------------|---|
| Air Cold Supply-A Ferguson Enterprise | Non-Minority     | Total: 14,656<br>2,420 minorities<br>3,272 women<br>17% minorities<br>22% women |

F. Minority/Female Participation – Firms Not Selected

|                             |              |  |
|-----------------------------|--------------|--|
| Aero Fresh Industries, Inc. | Non-Minority | Total: 12<br>1 minority<br>5 women<br>8% minorities<br>42% women       |
| Burke Engineering Co.       | Non-Minority | Total: 106<br>26 minorities<br>14 women<br>25% minorities<br>13% women |

The Housing Authority conducts ongoing outreach to include minorities and women in the contract award process, including: providing information at local and national conferences; conducting seminars for minorities and women regarding programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the Housing Authority.

The recommended award of Agreement is being made in accordance with the Housing Authority's policies and federal regulations, and without regard to race, creed, color, or gender.

## **Agreement Summary**

**Project Name:** Agreement for the Purchase of Wall Furnaces for Four Housing Developments  
**Location:** Carmelitos, Foothill Villa, Harbor Hills and Orchard Arms Housing Developments  
**Vendor:** Air Cold Supply-A Ferguson Enterprise  
**Services:** Vendor to furnish 1,153 furnaces

**Term and Conditions:** The Agreement shall remain in full force and effect until all 1,153 furnaces are delivered on or before May 31, 2005.

**Compensation:** The total amount of compensation under the Agreement will not exceed **Three Hundred Sixty-three Thousand, Two Hundred Three Dollars and Sixty-five Cents (\$363,203.65).**

**Warranty:** Warranty from the manufacturer will be a one-year limited warranty.





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**Gloria Molina**  
**Yvonne Brathwaite Burke**  
**Zev Yaroslavsky**  
**Don Knabe**  
**Michael D. Antonovich**  
*Commissioners*

**Carlos Jackson**  
*Executive Director*

February 23, 2005

Honorable Housing Commissioners  
Housing Authority of the  
County of Los Angeles  
2 Coral Circle  
Monterey Park, California 91755

Dear Commissioners:

**APPROVE THE ANNUAL PLAN FOR THE HOUSING AUTHORITY OF THE COUNTY  
OF LOS ANGELES (ALL DISTRICTS)**

**IT IS RECOMMENDED THAT YOUR COMMISSION:**

1. Recommend that the Board of Commissioners approve the attached Annual Plan for Fiscal Year 2005-2006 (the Annual Plan), as required by the U.S. Department of Housing and Urban Development (HUD), to update the Housing Authority's program goals, major policies and financial resources, including the Capital Fund Annual Statement and Five-Year Action Plan, the Admissions and Continued Occupancy Policy for the Conventional Public Housing Program, and the Section 8 Tenant-Based Program Administrative Plan.
2. Recommend that the Board of Commissioners adopt and instruct the Chair to sign the attached Resolution approving the Annual Plan for submission to HUD, and authorizing the Executive Director of the Housing Authority to take all actions required for implementation of the Annual Plan.
3. Recommend that the Board of Commissioners authorize the Executive Director to execute all documents required to receive from HUD a total of \$6,340,254 in Capital Fund Program funds for resident programs, operating costs, and the rehabilitation of 2,365 housing units at 17 Conventional Public Housing Program developments throughout Los Angeles County, as described in the Annual Plan.



4. Recommend that the Board of Commissioners authorize the Executive Director to incorporate into the Annual Plan all public comments received and approved for inclusion by your Board; and authorize the Executive Director to submit the Annual Plan to HUD by April 17, 2005.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:**

Section 511 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA) mandates that the Housing Authority submit to HUD an Annual Plan to update program goals and objectives each year.

#### **FISCAL IMPACT/FINANCING:**

There is no impact on the County general fund. Upon approval of the Annual Plan, the Housing Authority will receive \$6,340,254 in Capital Fund Program funds from HUD for resident programs, administrative costs and housing rehabilitation for the Conventional Public Housing Program. Operating funds for the Conventional Public Housing Program and administrative fees for the Section 8 Tenant-Based Program are allocated through a separate budgetary process.

#### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS:**

On October 21, 1998, the QHWRA mandated that all housing authorities submit to HUD an Annual Plan. The Annual Plan identifies goals, major program policies and financial resources for both the Conventional Public Housing Program and Section 8 Tenant-Based Program.

The Annual Plan updates information on housing needs, waiting lists, housing strategies, deconcentration and income mixing plans, income analysis, and other program and management data. This document must be updated each year, and was last approved by the Board on April 6, 2004.

Also included as part of the Annual Plan are the updated Capital Fund Annual Statement and Five-Year Action Plan, the Admissions and Continued Occupancy Policy for the Conventional Public Housing Program, and the Section 8 Tenant-Based Program Administrative Plan. Significant changes to these documents are discussed below.

#### **Capital Fund Annual Statement**

During Fiscal Year 2004-2005, a total of 1,337 housing units were rehabilitated at six Conventional Public Housing Program developments throughout Los Angeles County.

The 2005-2006 Capital Fund Annual Statement summarizes the Housing Authority's plan to use modernization funds to rehabilitate 2,365 housing units at 17 Conventional Public Housing Program developments throughout Los Angeles County. Included are proposed work items, estimated costs, and an implementation schedule for the work to be completed. Also provided is a list of programs and funding for non-modernization activities, including: the maintenance of family learning centers; crime prevention programs; resident self-sufficiency training programs; upgrading of computers; and program staffing.

As authorized by HUD, the Executive Director may amend the Capital Fund Annual Statement as necessary to respond to needs such as housing emergencies, to safeguard property or protect health and safety, and to implement other changes that are in the interests of the Housing Authority and public housing residents. The Executive Director may also implement changes to the Capital Fund Annual Statement in response to changes in federal funding.

#### **Admissions and Continued Occupancy Policy for the Conventional Public Housing Program**

The Admissions and Continued Occupancy Policy for the Conventional Public Housing Program sets guidelines to determine eligibility for admission and continued occupancy. The revised document reflects the following change.

Under the current public housing general waiting list policy, the Housing Authority offers applicants up to three unit offers. Should an applicant decline all three unit offers, the Housing Authority may remove their name from the waiting list. To be consistent with the three-unit offer plan for the general waiting list policy, elderly/disabled applicants on elderly/disabled housing development waiting lists will also be cancelled after three unit offers.

On July 17, 2001, the Board approved the procedure whereby elderly/disabled applicants could select to be on a maximum of three elderly/disabled housing development waiting lists.

#### **Section 8 Tenant-Based Program Administrative Plan**

The purpose of the Section 8 Tenant-Based Program Administrative Plan is to set forth the policies and procedures that govern the Housing Authority's administration of rental assistance under this program. The revised Section 8 Tenant-Based Program Administrative Plan reflects three changes.

First, the Housing Authority will establish as set-aside program to continue providing rental assistance for up to 250 Family Unification program participants. The program objective is to assist families who are in imminent danger of losing or who cannot regain

custody of their minor children, due to lack of adequate housing. This program is a collaborative effort between the Housing Authority and the Los Angeles County Department of Children and Family Services. Previously, HUD provided special funding for this program, however, funding is no longer available. The set-aside program will allow the Housing Authority to continue providing rental assistance for existing participants and new eligible families.

Second, a set-aside program will be established to subsidize the existing Mainstream Program, which provides rental assistance for up to 50 families with disabilities. The Housing Authority selects eligible program participants from the Section 8 Tenant-Based waiting list. Although funding for this program is still available, it has been reduced substantially. The set-aside program will, therefore, enable the Housing Authority to assist new eligible families and continue rental assistance for existing participants.

All set-aside programs are subject to the availability of funding. The Executive Director will continue to have authority to approve allocations beyond the existing program size for all set-aside programs.

Third, the Housing Authority currently requires families to pay a minimum rent amount of \$25. HUD allows the Housing Authority to set the minimum rent amount from a minimum of \$0 to a maximum of \$50. To reduce the Housing Authority's monthly Housing Assistance Payments to owners, the new minimum rent amount will be increased to \$50. The increase will be effective for program participants at their next annual reexamination or after moving to another unit.

As required by Section 24 of the Code of Federal Regulations, Part 903.17, a public hearing to approve the Annual Plan must be conducted. Accordingly, copies of the Annual Plan were made available for public review and comment during the 45-day comment period extending from December 29, 2004 to February 11, 2005 at nine public libraries, 11 housing developments, the South Whittier Community Resource Center, Housing Authority administrative offices, and the Housing Authority web site. Notices of the availability of the documents and the public hearing were also published in newspapers of general circulation during the 45-day period. The Housing Authority will provide to your Board relevant public comments at the conclusion of the public review and comment period.

The Summary of Public Outreach Regarding the Annual Plan for Fiscal Year 2005-2006, a list of the seventeen Conventional Public Housing Program developments included in the Capital Fund Annual Statement for Fiscal Year 2005-2006, and the Annual Plan for Fiscal Year 2005-2006 are provided as Attachments, A, B, and C, respectively.

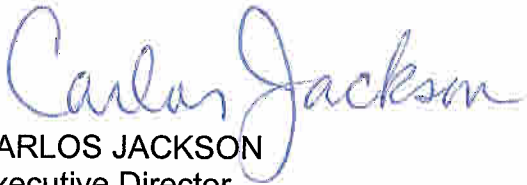
Honorable Housing Commissioners  
February 23, 2005  
Page 5

The Resolution approving the Annual Plan has been approved as to form by County Counsel. At the conclusion of the public hearing, public comments approved by your Board will be incorporated into the Annual Plan.

**IMPACT ON CURRENT PROGRAMS:**

Submission of the Annual Plan is required by HUD for the receipt of Capital Fund Program funds, and for the continuation of the Conventional Public Housing Program and Section 8 Tenant-Based Program.

Respectfully submitted,

A handwritten signature in blue ink that reads "Carlos Jackson". The signature is written in a cursive, flowing style.

CARLOS JACKSON  
Executive Director

CJ:Annual\_Plan\_Final

Attachments: 3

## Attachment A

### Summary of Public Outreach

Section 511 of the QHWRA instructs public housing authorities (PHAs) to convene one or more Resident Advisory Boards (RABs) to assist and make recommendations on the development of the Annual Plan, as well as on any significant amendments or modifications. Conventional Public Housing Program residents and Section 8 Tenant-Based Program participants were invited to participate on the RAB to learn about programs included in the Annual Plan and to provide input.

#### **Summary of RAB Activities:**

##### Conventional Public Housing Program

- In July 2004, an Annual Plan presentation was made during the Resident Council Forum to recruit RAB members.
- Resident Council members nominated 21 persons to participate as RAB members to develop the Annual Plan.
- Three public housing RAB meetings were held at the Nueva Maravilla housing development in October through November 2004.

##### Section 8

- In October 2004, invitations were sent to 49 existing RAB members to participate in the Annual Plan process.
- Ten RAB members volunteered to participate in the development of the Annual Plan.
- One Section 8 RAB meeting was held in October 2004.

##### Other Outreach Activities

- A summary of the RAB comments and Housing Authority responses are included in Attachment E of the Annual Plan.
- A written Spanish version of HUD Form 50075, the Annual Plan template, was made available at Public Housing and Section 8 RAB meetings.
- Spanish translators were provided during the Conventional Public Housing and Section 8 RAB meetings.
- In November 2004, a public notice was mailed to all Section 8 program participants notifying them of the 45-day Public Review and Comment Period.
- In December 2004, a public notice was mailed to all Conventional Public Housing residents notifying them of the 45-day Public Review and Comment Period.
- In December 2004, a public notice announcing the 45-day Public Review and Comment Period was published in the Los Angeles Times, La Opinion, the Daily News, Wave Community Newspaper, International Daily News, L.A. Sentinel and

the Long Beach Press Telegram. The names of bilingual (Spanish) Housing Authority staff to be contacted were provided in the public notice.

- During the public comment period, the Annual Plan was made available at nine public libraries, 11 housing developments, the South Whittier Community Resource Center, the Housing Authority administrative office in Monterey Park, the Section 8 administrative office in Santa Fe Springs, the Section 8 Lancaster office and the Housing Authority web site.
- Summaries of the Annual Plan were available during the Public Review and Comment Period in Braille, Russian, Korean, Spanish and Mandarin Chinese at the above locations.
- Information regarding the Annual Plan is published quarterly in the Section 8 Tenant Talk newsletter and annually in the Public Housing Info Notes newsletter.

Attachment B

Capital Fund Rehabilitation

| <u>Housing Development</u> | <u>Address</u>  | <u>District</u> |
|----------------------------|---|-----------------|
| 1. Herbert Avenue          | 133 Herbert Avenue<br>Los Angeles, CA 90063                 | 1               |
| 2. Nueva Maravilla         | 4919 Cesar E. Chavez<br>Los Angeles, CA 90022               | 1               |
| 3. Triggs Street           | 4432-4434 ½ Triggs Street<br>Los Angeles, CA 90023          | 1               |
| 4. El Segundo I            | 1928/37/49 E. El Segundo Boulevard<br>Los Angeles, CA 90222 | 2               |
| 5. Southbay Gardens        | 230 E. 130 <sup>th</sup> Street<br>Los Angeles, CA 90061    | 2               |
| 6. Monica Manor            | 1901-1909 11 <sup>th</sup> Street<br>Santa Monica, CA 90405 | 3               |
| 7. Ocean Park              | 175 Ocean Park Boulevard<br>Santa Monica, CA 90405          | 3               |
| 8. Palm Apartments         | 959 Palm Avenue<br>West Hollywood, CA 90069                 | 3               |
| 9. West Knoll Apartments   | 838 West Knoll Drive<br>West Hollywood, CA 90069            | 3               |
| 10. Carmelitos             | 1000 Via Wanda<br>Carmelitos, CA 90805                      | 4               |
| 11. Harbor Hills           | 26607 So. Western Avenue<br>Lomita, CA 90717                | 4               |
| 12. Marina Manor I         | 3401 Via Dolce<br>Marina del Rey, CA 90292                  | 4               |
| 13. Marina Manor II        | 3405 Via Dolce<br>Marina del Rey, CA 90292                  | 4               |



|                    |   |   |
|--------------------|---|---|
| 14. Sundance Vista | 10850 Laurel Avenue<br>Whittier, CA 90605         | 4 |
| 15. Whittier Manor | 11527 Slauson Avenue<br>Whittier, CA 90606        | 4 |
| 16. Foothill Villa | 2423 Foothill-Boulevard<br>La Crescenta, CA 91214 | 5 |
| 17. Orchard Arms   | 23520 Wiley Canyon Road<br>Valencia, CA 91355     | 5 |



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**Gloria Molina**  
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**Don Knabe**  
**Michael D. Antonovich**  
*Commissioners*

**Carlos Jackson**  
*Executive Director*

February 23, 2005

Honorable Housing Commissioners  
Housing Authority of the  
County of Los Angeles  
2 Coral Circle  
Monterey Park, California 91755

Dear Commissioners:

**AWARD ONE-YEAR AGREEMENTS TO PROVIDE COPIER PAPER, SPECIALTY  
PAPER AND MISCELLANEOUS PRINTING SUPPLIES (ALL DISTRICTS)**

**IT IS RECOMMENDED THAT YOUR COMMISSION:**

1. Recommend that the Board of Commissioners approve the expenditure of an aggregate of up to \$125,400 for copier paper, specialty paper and miscellaneous printing supplies provided to the Housing Authority under the attached one-year Copier Paper, Specialty Paper and Miscellaneous Printing Supplies Agreements (Agreements), with two, one-year extensions, between the Community Development Commission of the County of Los Angeles and Keldon Paper Company and Kirk Paper, Packaging & Graphics (Vendors).
2. Recommend that the Board of Commissioners authorize the Executive Director of the Housing Authority to transfer to the Commission up to \$125,400 for its share of copier paper, specialty paper and miscellaneous printing supplies received from the Vendors under all three years of the Agreements, if fully extended, comprised of approximately \$27,000 for the first year, \$48,000 for the second year and \$50,400 for the third year, and to use for this purpose funds included in the Housing Authority's approved Fiscal Year budgets.

3. Recommend that the Board of Commissioners approve the expenditure of additional funds up to a maximum aggregate of \$10,930 for all three years of the Agreements, if fully extended, for any unforeseen costs and projects; and authorize the Executive Director of the Housing Authority to transfer to the Commission up to \$10,930 for this purpose, using the same source of funds described above.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:**

The purpose of the recommended action is to enter into Agreements to retain the services of the Vendors to provide needed copier paper, specialty paper and miscellaneous printing supplies.

**FISCAL IMPACT/ FINANCING:**

There is no impact on the County general fund. The maximum aggregate amount for all years of the Agreements, if fully extended, will be \$218,600, comprised of \$93,200 for the Commission and \$125,400 for the Housing Authority. The Commission is entering into the Agreements with the Vendors. The Housing Authority will reimburse the Commission for its share of copier paper, specialty paper and miscellaneous printing supplies received from the Vendors.

During the first year of the Agreements, the Commission will use a maximum aggregate of \$14,500, included in the Commission's approved Fiscal Year 2004-2005 budget. After the first year, the Commission may extend the Agreements for an additional two years, in one-year increments, contingent upon availability of funds. If extended, compensation for the second and third years of the Agreements will not exceed a maximum aggregate amount of \$38,400 and \$40,300 respectively, using funds to be incorporated into the Commission's approved budgets through the annual budget process.

During the first year of the Agreements, the Housing Authority will use a maximum aggregate of \$27,000, included in the Housing Authority's approved Fiscal Year 2004-2005 budget. If the Agreements are extended, compensation for the second and third years will not exceed a maximum aggregate amount of \$48,000 and \$50,400 respectively, using funds to be included in the Housing Authority's approved budgets through the annual budget process.

An approximate five percent contingency, in the maximum aggregate amount of \$10,930 is also being set aside for all three years of the Agreements for unforeseen costs and projects.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS:**

The proposed Agreements define the copier paper, specialty paper and miscellaneous printing supplies to be provided by the Vendors. Over the initial one-year term, as needed, the Vendors will provide copier paper, specialty paper and miscellaneous printing supplies. The paper will be used in all Commission and Housing Authority copiers and printers. Paper products are also used in the print shop for in-house printing projects such as: annual budget reports, Commission and Housing Authority newsletters, Section 8 rent statements, Commission and Housing Authority letterhead, envelopes, and all forms. Some of the printing supplies that will be requested include custom color inks, and pressroom, packaging, shrink-wrap and lamination supplies.

The Agreements may also be extended for a maximum of two years, in one-year increments.

The cost of supplies will not exceed the costs accepted on the Cost Sheets submitted with the bids in response to the Invitation for Bids or the negotiated dollar amount for individual orders.

Should the Vendors require additional or replacement personnel during the term of the Agreements, they will give consideration for any such employment openings to participants in the County's Department of Public Social Services' Greater Avenues for Independence (GAIN) Program and General Relief Opportunity for Work (GROW) Program who meet the minimum qualifications for the open positions. The Vendors will contact the County's GAIN/GROW Division for a list of participants by job category.

County Counsel has reviewed this letter. The Agreements will be effective following approval as to form by County Counsel and execution by all parties.

### **ENVIRONMENTAL DOCUMENTATION:**

Pursuant to 24 Code of Federal Regulations, Part 58, Section 58.35 (b)(3), this action is excluded from the National Environmental Policy Act (NEPA), because it involves activities that will not alter existing environmental conditions. The action is not subject to the provisions of the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines 15060(c)(3) and 15378 because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.

### **CONTRACTING PROCESS:**

On October 12, 2004, an Invitation For Bids (IFB) process was initiated to identify vendors to provide copier paper, specialty paper and miscellaneous printing supplies. An IFB announcement was mailed to 84 vendors identified from the Commission's

vendor list. Announcements appeared in seven local newspapers and on the County's WebVen site. A copy of the IFB also was posted on the Commission's website.

By the deadline of November 2, 2004, bids were received from two vendors and reviewed. The bids from Keldon Paper Company and Kirk Paper, Packaging & Graphics were determined to be responsive to the requirements set forth in the IFB and are being recommended for inclusion on a list of vendors to be utilized on an as needed basis for copier paper, specialty paper and miscellaneous printing supplies.

The Summary of Outreach Activities is provided as Attachment A.

**IMPACT ON CURRENT PROGRAMS:**

The proposed Agreements will provide copier paper, specialty paper and miscellaneous printing supplies for the Community Development Commission and the Housing Authority.

Respectfully submitted,



CARLOS JACKSON  
Executive Director

CJ:sj:Printing\_and\_Paper\_Final

Attachments: 2

## **ATTACHMENT A**

### **AGREEMENTS FOR COPIER PAPER, SPECIALTY PAPER AND MISCELLANEOUS PRINTING SUPPLIES**

#### Summary of Outreach Activities

On October 12, 2004, the following outreach was initiated to identify qualified firms to provide copier paper, specialty paper and miscellaneous printing supplies.

#### **A. Invitation for Bids Advertising**

Invitation for Bids (IFB) announcements appeared in the following seven local newspapers:

The Daily News  
Eastern Group Publications  
International Daily News  
La Opinion

L.A. Sentinel  
Los Angeles Times  
Wave Community Newspapers

The announcement was also posted on the County's WebVen Site and on the Commission's website.

#### **B. Distribution of Bid Packets**

The Commission's vendor list was used to mail out the IFB to 40 vendors, of which none identified themselves as businesses owned by minorities or women (private firms which are 51 percent owned by minorities or women, or publicly-owned businesses in which 51 percent of the stock is owned by minorities or women). A total of seven vendors received copies of the IFB either by mail or by downloading the IFB package from the Commission's website.

#### **C. Bid Results**

By the deadline of November 2, 2004, IFBs were received from two vendors; neither indicated they are minority or female-owned. The bids from Keldon Paper and Kirk Paper, Packaging & Graphics were reviewed and determined to be responsive to the requirements set forth in the IFB and are, therefore, being recommended for inclusion on a list of vendors to be utilized on an as needed basis for copier paper, specialty paper and miscellaneous printing supplies.

D. Minority/Female Participation – Firms Selected for Pre-Qualified List

| <u>Firm Name</u>                 | <u>Ownership</u>                | <u>Employees</u>  |
|----------------------------------|---------------------------------|---|
| Keldon Paper                     | Non-Minority                    | 12 Total<br>8 Minorities<br>1 Woman<br>67% Minority<br>8% Woman |
| Kirk Paper, Packaging & Graphics | Declined to provide information |   |

The Community Development Commission encourages the participation of minorities and women in the Agreement award process including: providing information about the Community Development Commission and Housing Authority at local and national conferences; conducting seminars for minorities and women regarding the Community Development Commission and Housing Authority's programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations which represent minorities and women. The above information has been voluntarily provided by the above firms.

The recommendation to award the Copier Paper, Specialty Paper and Miscellaneous Printing Supplies Agreements to the above vendors is being made in accordance with federal regulations, and without regard to race, color, sex, religion, national origin, ancestry, age, marital status, or disability.

## **Agreement Summary**

**Project Name:** Copier Paper, Specialty Paper and Miscellaneous Printing Supplies

**Vendors:** Keldon Paper Company and Kirk Paper, Packaging & Graphics

**Services:** Vendor to supply copier paper, specialty paper and printing supplies for the Commission and Housing Authority

**Term and Conditions:** The Agreements shall remain in full force and effect for one year after execution, with the possibility of two additional years, in one-year increments, contingent upon the availability of funds.

**Compensation:** The total amount of compensation under the Agreements, payable by the Housing Authority, will not exceed a maximum aggregate of **One Hundred Twenty-Five Thousand, Four Hundred Dollars (\$125,400)**.

**Contingency:** The contingency will not exceed a maximum aggregate of **Ten Thousand, Nine Hundred Thirty Dollars (\$10,930)**.





**HOUSING AUTHORITY  
of the County of Los Angeles**

Administrative Office

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**Gloria Molina**  
**Yvonne Brathwaite Burke**  
**Zev Yaroslavsky**  
**Don Knabe**  
**Michael D. Antonovich**  
Commissioners

**Carlos Jackson**  
Executive Director

February 23, 2005

Honorable Housing Commissioners  
Housing Authority of the  
County of Los Angeles  
2 Coral Circle  
Monterey Park, California 91755

Dear Commissioners:

**APPROVE CONSTRUCTION CONTRACT FOR FLOORING REPLACEMENT AT THE  
CARMELITOS SENIOR HOUSING DEVELOPMENT (4)**

**IT IS RECOMMENDED THAT YOUR COMMISSION:**

1. Recommend that the Board of Commissioners find that replacement of carpet in the breezeways with rubber tiles and the replacement of the carpet and vinyl composition tile (VCT) in the senior community center with new VCT at the Carmelitos senior housing development, located at 761 and 817 Via Carmelitos in the City of Long Beach, is exempt from the provisions of the California Environmental Quality Act (CEQA), as described herein, because the work includes activities that will not have the potential for causing a significant effect on the environment.
2. Recommend that the Board of Commissioners approve the award of a Construction Contract (Contract), in the amount of \$131,725, to HM Carpet, Inc. (Contractor) to complete the above work; and authorize the Executive Director of the Housing Authority to execute the Contract and all related documents, to be effective upon issuance of the Notice to Proceed, which will not exceed 30 days following the date of Board approval.
3. Recommend that the Board authorize the Executive Director to use a total of \$131,725 in Community Development Block Grant (CDBG) funds allocated to Fourth Supervisorial District; and authorize the Executive Director to approve Contract change orders in an amount not to exceed \$26,345 for unforeseen project costs, using \$18,925 in CDBG funds \$7,420 in Capital Funds.



**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:**

The purpose of this action is to award a Contract that provides for a construction period of 180 days to replace carpet and VCT at the Carmelitos senior housing development.

**FISCAL IMPACT/FINANCING:**

There is no impact on the County general fund. The Housing Authority will fund the Contract with \$131,725 in CDBG funds allocated to the Fourth Supervisorial District. A 20 percent contingency, in the amount of \$26,345, is also being set aside for unforeseen costs, using \$18,925 in CDBG funds allocated to the Fourth Supervisorial District and \$7,420 in Capital Fund Program funds.

The staff estimate for this project was \$147,770.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS:**

The Carmelitos senior housing development consists of two residential buildings and a 3,000 square-foot senior community center. The two residential buildings each have four wings that extend out from a center courtyard. Each of the wings has a breezeway that connects the units to the stairs, elevators and the walkway that connects the wings. The breezeway is covered, but is open to the exterior.

The Housing Authority wishes to retain the services of the Contractor to replace approximately 11,000 square feet of carpet in the breezeways with slip resistant rubber tiles and approximately 2,500 square feet of carpet and VCT in the senior community center with new VCT. The carpet in the breezeway is water-damaged and requires replacement with more durable flooring. The flooring in the community center presently shows deterioration and wear, also requiring replacement. The Contractor will be responsible for removing the existing flooring, installing the new specified flooring, and other related work.

It is anticipated that the entire project will be completed within 180 calendar days following the issuance of the Notice to Proceed.

The improvements are being federally funded, and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the General Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, HM Carpet, Inc. will comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain HUD assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

The Contract has been approved as to form by County Counsel and executed by HM Carpet, Inc.

**ENVIRONMENTAL DOCUMENTATION:**

Approval of the Contract is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.34 (a)(1) because it involves activities that will not have a physical impact on or result in any physical changes to the environment. The activities are not subject to the provisions of the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines 15060 (c)(3) and 15378 because they are not defined as a project under CEQA and do not have the potential for causing a significant effect on the environment.

The environmental review record for this project is available for viewing by the public during regular business hours at the Housing Authority's main office, located at 2 Coral Circle, Monterey Park.

**CONTRACTING PROCESS:**

On November 5, 2004, the Housing Authority initiated an outreach to identify a contractor to complete the work at the subject property. Invitations for Bids were mailed to 120 contractors identified from the Housing Authority's vendor list. Advertisements also appeared in eight newspapers and on the County WebVen website. Seven bid packages were requested and distributed.

On November 30, 2004, three bids were received and formally opened. The lowest bid, submitted by Continental Flooring Company, was determined to be non-responsive and non-responsible, due to non-compliance with bid requirements and non-performance on a previous project with the Housing Authority. The next lowest bid, submitted by HM Carpet, was found to be the most responsive and is being recommended for the Contract award.

The Summary of Outreach Activities is provided with this letter as Attachment A.

**IMPACT ON CURRENT PROJECT:**

The award of the Contract will upgrade and preserve the sites, and provide residents with properly maintained structures.

Respectfully submitted,



CARLOS JACKSON  
Executive Director

CJ:carmelitos\_Flooring\_Final

Attachments: 2

## ATTACHMENT A

### Summary of Outreach Activities

#### Construction Contract for the Carmelitos Senior Housing Development

On November 5, 2004, the following outreach was initiated to identify a contractor to replace carpet and VCT with new VCT and rubber tiles at the Carmelitos senior housing development.

##### A. Newspaper Advertising

Announcements appeared in the following eight local newspapers:

Dodge Construction News  
Eastern Group Publications  
International Daily News  
La Opinion

Los Angeles Sentinel  
Los Angeles Times  
The Daily News  
WAVE Community Newspapers

An announcement was also posted on the County WebVen website.

##### B. Distribution of Bid Packages

The Housing Authority's vendor list was used to mail out Invitations for Bids to 120 contractors, of which 73 identified themselves as businesses owned by minorities or women (private firms which are 51 percent owned by minorities or women, or publicly-owned businesses in which 51 percent of the stock is owned by minorities or women). As a result of the outreach, seven bid packages were requested and distributed.

##### C. Pre-Bid Conference and Site Walk

On November 3, 2004, a mandatory pre-bid conference and site walk was conducted. Only one firm was in attendance. Therefore, a second pre-bid conference and site walk was held on November 17, 2004 to solicit more bids. Five firms were in attendance at the second pre-bid conference.

##### D. Bid Results

On November 30, 2004, a total of three bids were received and publicly opened. One bid was received from a firm that identified itself as minority-owned. The lowest bid, submitted by Continental Flooring Company, was determined to be non-responsive and non-responsible due to non-compliance with bid requirements and non-performance on a previous project with the Housing Authority.

The bid results were as follows:

| <u>Company</u>                 | <u>Bid Amount</u> |
|--------------------------------|-------------------|
| Continental Flooring Company*  | \$88,300          |
| HM Carpet, Inc.**              | \$131,725         |
| Floor Covering Unlimited, Inc. | \$137,725         |

\*Non-responsive

\*\*Minority-owned firm

E. Minority/Women Participation - Firm Selected

| <u>Name</u>     | <u>Ownership</u> | <u>Employees</u>  |
|-----------------|------------------|---|
| HM Carpet, Inc. | Minority         | Total: 9<br>9 minorities<br>3 women<br>100% minority<br>33% women |

F. Minority/Women Participation - Firms Not Selected

| <u>Name</u>                    | <u>Ownership</u> | <u>Employees</u>  |
|--------------------------------|------------------|---|
| Continental Flooring Company   | Non-Minority     | Total: 30<br>2 minorities<br>15 women<br>7% minority<br>50% women |
| Floor Covering Unlimited, Inc. | Non-Minority     | Total: 15<br>12 minorities<br>1 woman<br>80% minority<br>7% women |

The Housing Authority conducts ongoing outreach to include minorities and women in the contracting process, including: providing information at local and national conferences; conducting seminars for minorities and women regarding programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the Housing Authority.

The recommended award of Contract is being made in accordance with the Housing Authority's policies and federal regulations, and without regard to race, creed, color, or gender.

## **Contract Summary**

**Project Name:** Carmelitos Seniors Common Area Flooring Replacement  
**Location:** 761 & 817 Via Carmelios Ave, Long Beach CA 90805  
**Bid Number:** CM-05-012  
**Bid Date:** November 30, 2005  
**Contractor:** HM Carpet, Inc.  
**Services:** Flooring Replacement at Breezeways & Community Center

**Contract Documents:** Part A - Instructions to Bidders and General Conditions; Part B - Specifications; Part C - Bidder's Documents, Representations, Certifications, Bid, and Other Statements of Bidder; all addenda to the Contract Documents.

**Time of Commencement and Completion:** The work to be performed under this Construction Contract shall be commenced within ten (10) days after a Notice to Proceed is received by the Contractor, or on the date specified in the Notice, whichever is later, and shall be completed within one hundred eighty (180) calendar days following the required commencement date.

**Liquidated Damages:** In the event of breach of contract, the Contractor and his/her sureties shall be liable for, and shall pay to the Housing Authority the sum of **Four Hundred Dollars and Zero Cents (\$400.00)** as liquidated damages for each calendar day of delay, until the Work is accepted by the Owner.

**Contract Sum:** The Housing Authority shall pay the Contractor for the performance of the Construction Contract subject to additions and deductions by Change Order(s) as provided in the Contract Documents, in current funds, the sum of **One Hundred Thirty One Thousand Seven Hundred Twenty Five Dollars and Zero Cents (\$131,725.00)**. The Contract Sum is not subject to escalation, and includes all labor and material increases anticipated throughout the duration of this Construction Contract.

**Contract Contingency:** \$26,345



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**Don Knabe**  
**Michael D. Antonovich**  
Commissioners

**Carlos Jackson**  
Executive Director

February 23, 2005

Honorable Housing Commissioners  
Housing Authority of the  
County of Los Angeles  
2 Coral Circle  
Monterey Park, California 91755

Dear Commissioners:

**APPROVE CONSTRUCTION CONTRACT FOR BUILDING IMPROVEMENTS AT THE  
VILLA NUEVA RENTAL HOUSING CONSTRUCTION PROGRAM HOUSING  
DEVELOPMENT (1)**

**IT IS RECOMMENDED THAT YOUR COMMISSION:**

1. Recommend that the Board of Commissioners find that completion of dwelling structure improvements at the Villa Nueva Rental Housing Construction Program (RHCP) family housing development, located at 658-676 South Ferris Avenue, in unincorporated Los Angeles County, is exempt from the provisions of the California Environmental Quality Act (CEQA), as described herein, because the work includes activities that will not have the potential for causing a significant effect on the environment.
2. Recommend that the Board of Commissioners approve the award of a Construction Contract, in the amount of \$244,231, to CWS Systems, Inc. to complete improvements at the subject property; and authorize the Executive Director of the Housing Authority to execute the Contract and all related documents, to be effective upon the issuance of the Notice to Proceed, which will not exceed 30 days following the date of Board approval.
3. Recommend that the Board of Commissioners authorize the Executive Director to use a total of \$244,231 in Community Development Block Grant (CDBG) funds allocated to the First Supervisorial District, for the purposes described herein; and authorize the Executive Director to approve Contract change orders not exceeding \$17,848 for unforeseen project costs, using the same source of funds.





**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:**

The purpose of this action is to award a Construction Contract that provides for a construction period of 90 days to complete dwelling structure improvements at the Villa Nueva RHCP housing development.

**FISCAL IMPACT/FINANCING:**

There is no impact on the County general fund. The Housing Authority will fund the improvements with \$244,231 in CDBG funds allocated to the First Supervisorial District. An approximate seven percent contingency, in the amount of \$17,848, is also being set aside for unforeseen costs, using the same source of funds.

The staff estimate for this project was \$228,722.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS:**

The Residential Housing Construction Program is a state-administered affordable housing program that provided funds for the initial construction of the Villa Nueva property. The state program also provides an annual annuity for rental subsidy and management operations. The Housing Authority owns the Villa Nueva RHCP housing development.

The development is comprised of 21 two-bedroom, one-bathroom, affordable housing units. The Housing Authority wishes to award the attached Construction Contract to CWS Systems, Inc. to complete the following improvements in all units: remodel kitchens, including replacement of cabinetry, plumbing fixtures, and flooring; replace bathroom flooring; replace all forced-air furnaces; replace smoke detectors; and complete other related work. It is anticipated that the entire project will be completed within 90 calendar days following the Notice to Proceed.

The improvements are being federally funded, and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the General Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, CWS Systems, Inc. will comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain U.S. Department of Housing and Urban Development (HUD) assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

The Construction Contract has been approved as to form by County Counsel and executed by CWS Systems, Inc.

**ENVIRONMENTAL DOCUMENTATION:**

Pursuant to 24 Code of Federal Regulation, Part 58, Section 58.35 (a)(3)(ii), this project is excluded from the National Environmental Policy Act (NEPA), because it involves activities that will not alter existing environmental conditions. It is exempt from the provisions of CEQA, pursuant to State CEQA Guidelines 15301, because it involves negligible or no expansion of use beyond what currently exists and does not have the potential for causing a significant effect on the environment.

The environmental review record for this project is available for viewing by the public during regular business hours at the Housing Authority's main office, located at 2 Coral Circle, Monterey Park.

**CONTRACTING PROCESS:**

On November 17, 2004, the Housing Authority initiated an outreach to identify a contractor to complete the work at the subject property. Invitations for Bids were mailed to 445 contractors identified from the Housing Authority's vendor list. Advertisements also appeared in eight newspapers and on the County WebVen website. Eight bid packages were requested and distributed.

On December 28, 2004, four bids were received and formally opened. The lowest bid, submitted by CWS Systems, Inc., was determined to be the most responsive and is being recommended for the Contract award.

The Summary of Outreach Activities is provided as Attachment A.

**IMPACT ON CURRENT PROJECT:**

The award of the Construction Contract will upgrade and preserve the site, and provide residents with properly maintained structures.

Respectfully submitted,



CARLOS JACKSON  
Executive Director

Attachments: 2

CJ:FT:Villa\_Nueva\_RHCP-Final

## ATTACHMENT A

### Summary of Outreach Activities

#### Building Improvements at the Villa Nueva RHCP Housing Development

On November 17, 2004, the following outreach was initiated to identify a contractor to complete building improvements at the Villa Nueva RHCP housing development, located at 658-676 South Ferris Avenue, Los Angeles.

##### A. Newspaper Advertising

Announcements appeared in the following eight local newspapers:

Dodge Construction News  
Eastern Group Publications  
International Daily News  
La Opinion

Los Angeles Sentinel  
Los Angeles Times  
The Daily News  
WAVE Community Newspapers

An announcement was also posted on the County WebVen website.

##### B. Distribution of Bid Packages

The Housing Authority's vendor list was used to mail out Invitations for Bids to 445 contractors, of which 391 identified themselves as businesses owned by minorities or women (private firms which are 51 percent owned by minorities or women, or publicly-owned businesses in which 51 percent of the stock is owned by minorities or women). As a result of the outreach, eight bid packages were requested and distributed.

##### C. Pre-Bid Conference and Site Walk

On December 2, 2004, a mandatory pre-bid conference and site walk was conducted with six firms in attendance.

##### D. Bid Results

On December 28, 2004, a total of four bids were received and publicly opened. One bid was received from a firm that identified itself as minority-owned. The bid results were as follows:

| <u>Company</u>               | <u>Bid Amount</u> |
|------------------------------|-------------------|
| CWS Systems, Inc.            | \$ 244,231.00     |
| AZ Home, Inc.                | \$ 295,871.89     |
| Gibraltar Construction, Inc. | \$ 307,600.00     |

C.A.S. General Contractor\*

\$ 331,392.00

\*Minority owned firm

E. Minority/Female Participation – Firm Selected

| <u>Name</u>  | <u>Ownership</u> | <u>Employees</u>   |
|--|------------------|--|
| CWS Systems, Inc.                                    | Non-Minority     | Total: 3<br>3 minorities<br>0 women<br>100% minorities<br>0% women |
| Advanced Woodwork, Inc.<br>(Sub - Kitchen Cabinetry) | Non-Minority     | Total: 3<br>2 minorities<br>0 women<br>67% minorities<br>0% women  |
| Briserio Floor & Cabinets<br>(Sub - Flooring)        | Non-Minority     | Total: 3<br>3 minorities<br>0 women<br>100% minorities<br>0% women |
| Reairco<br>(Sub - Furnaces)                          | Non-Minority     | Total: 4<br>4 minorities<br>0 women<br>100% minorities<br>0% women |

F. Minority/Female Participation – Firms Not Selected

| <u>Name</u>                  | <u>Ownership</u> | <u>Employees</u>   |
|------------------------------|------------------|--|
| AZ Home                      | Non-Minority     | Declined to provide information.                                     |
| Gibraltar Construction, Inc. | Non-Minority     | Total: 45<br>21 minorities<br>7 women<br>47% minorities<br>16% women |

C.A.S. General Contractor

Minority

Total: 4  
3 minorities  
1 woman  
75% minorities  
25% women

The Housing Authority conducts ongoing outreach to include minorities and women in the contract award process, including: providing information at local and national conferences; conducting seminars for minorities and women regarding programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the Housing Authority.

The recommended award of the contract is being made in accordance with the Housing Authority's policies and federal regulations, and without regard to race, creed, color, or gender.

## **Contract Summary**

**Project Name:** The Villa Nueva RHCP Housing Development  
**Location:** 658-676 South Ferris Avenue, Los Angeles  
**Bid Number:** CM-05-020  
**Bid Date:** December 28, 2004  
**Contractor:** CWS Systems Inc.  
**Services:** Remodel kitchen, bathroom, replace smoke detectors and forced air furnace

**Contract Documents:** Part A - Instructions to Bidders and General Conditions; Part B - Specifications; Part C - Bidder's Documents, Representations, Certifications, Bid, and Other Statements of Bidder; all addenda to the Contract Documents.

**Time of Commencement and Completion:** The work to be performed under this Construction Contract shall be commenced within ten (10) days after a Notice to Proceed is received by the Contractor, or on the date specified in the Notice, whichever is later, and shall be completed within ninety (90) calendar days following the required commencement date.

**Liquidated Damages:** In the event of breach of contract, the Contractor and his/her sureties shall be liable for, and shall pay to the Housing Authority the sum of **Four Hundred Dollars (\$400.00)** as liquidated damages for each calendar day of delay, until the Work is accepted by the Owner.

**Contract Sum:** The Housing Authority shall pay the Contractor for the performance of the Construction Contract subject to additions and deductions by Change Order(s) as provided in the Contract Documents, in current funds, the sum of **TWO HUNDRED FORTY FOUR THOUSAND TWO HUNDRED THIRTY ONE DOLLARS (\$244,231)**. The Contract Sum is not subject to escalation, and includes all labor and material increases anticipated throughout the duration of this Construction Contract.

**Contract Contingency:** \$17,848



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**Zev Yaroslavsky**  
**Don Knabe**  
**Michael D. Antonovich**  
Commissioners

**Carlos Jackson**  
Executive Director

February 23, 2005

Honorable Housing Commissioners  
Housing Authority of the  
County of Los Angeles  
2 Coral Circle  
Monterey Park, California 91755

Dear Commissioners:

**APPROVE CONSTRUCTION CONTRACT FOR ROOFING REPLACEMENT AT SIX  
HOUSING DEVELOPMENTS IN UNINCORPORATED SOUTH LOS ANGELES (1, 2)**

**IT IS RECOMMENDED THAT YOUR COMMISSION:**

1. Recommend that the Board of Commissioners find that roofing replacement at six family housing developments, located in unincorporated Los Angeles County and identified in Attachment A, are exempt from the provisions of the California Environmental Quality Act (CEQA), as described herein, because the work includes activities that will not have the potential for causing a significant effect on the environment.
2. Recommend that the Board of Commissioners approve the award of a Construction Contract, in the amount of \$116,277.77, to Cooper Roofing Services, Inc., to complete roofing replacement at the subject properties; and authorize the Executive Director of the Housing Authority to execute the Construction Contract and all related documents, to be effective upon the issuance of the Notice to Proceed, which will not exceed 30 days following the date of Board approval.
3. Recommend that the Board of Commissioners authorize the Executive Director to use a total of \$116,277.77 in Capital Fund Program funds allocated by the U.S. Department of Housing and Urban Development (HUD).

4. Recommend that the Board of Commissioners authorize the Executive Director to approve Contract change orders in an amount not to exceed \$29,069.44 for unforeseen project costs, using Capital Fund Program funds.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:**

The purpose of this action is to award a Construction Contract that provides for a construction period of 90 days to remove and replace roofs at six housing developments.

**FISCAL IMPACT/ FINANACING:**

There is no impact on the County general fund. The Housing Authority will fund the improvements with \$116,277.77 in Capital Fund Program funds allocated by HUD. A 25 percent contingency, in the amount of \$29,069.44, is also being set aside for unforeseen costs, using Capital Fund Program funds.

The staff estimate for this project was \$183,000.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS:**

The Century & Wilton housing development consists of two two-story buildings. The Triggs Street housing development consists of one two-story building and one single-story building. The McBride Avenue, 4<sup>th</sup> and Mednik, and Williamson Avenue housing developments each consist of one two-story building. The Carmelita Avenue housing development consists of one single-story building. The roofs on the subject properties are deteriorated, and in need of replacement.

The Housing Authority wishes to award the attached Construction Contract to Cooper Roofing Services, Inc., to remove and replace the original, deteriorated roofs on all buildings, perform minor asbestos abatement, and complete other incidental work. It is anticipated that the entire project will be completed within 90 calendar days following the Notice to Proceed.

The improvements are being federally funded, and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the General Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, Cooper Roofing Services, Inc., will comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment



and other economic opportunities generated by certain HUD assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

The Construction Contract has been approved as to form by County Counsel and executed by Cooper Roofing Services, Inc.

**ENVIRONMENTAL DOCUMENTATION:**

Cooper Roofing Services, Inc., must comply with all Technical Specifications referenced in the attached Construction Contract, Part B, Specifications and Drawings, which sets forth required asbestos abatement measures for the project. Contingent upon full compliance with the Technical Specifications, pursuant to 24 Code of Federal Regulation, Part 58, Section 58.35 (a)(3)(ii), this project is excluded from the National Environmental Policy Act (NEPA), because it involves activities that will not alter existing environmental conditions. It is exempt from the provisions of CEQA, pursuant to State CEQA Guidelines 15301, because it involves negligible or no expansion of use beyond what currently exists and does not have the potential for causing a significant effect on the environment.

The environmental review record for this project is available for viewing by the public during regular business hours at the Housing Authority's main office, located at 2 Coral Circle, Monterey Park.

**CONTRACTING PROCESS:**

On November 5, 2004, the Housing Authority initiated an outreach to identify a contractor to complete the work at the subject properties. Invitations for Bids were mailed to 122 roofing contractors identified from the Housing Authority's vendor list. Advertisements also appeared in eight newspapers and on the County WebVen website. Seven bid packages were requested and distributed.

On December 28, 2004, three bids were received and formally opened. The lowest bid, submitted by Cooper Roofing Services, Inc, was determined to be the most responsive and is being recommended for the Contract award.

The Summary of Outreach Activities is provided as Attachment B.

Honorable Housing Commissioners  
February 23, 2005  
Page 4

**IMPACT ON CURRENT PROJECT:**

The removal and replacement of the roofs will help ensure the long-term durability of the buildings at the subject housing developments.

Respectfully submitted,



CARLOS JACKSON  
Executive Director

BG:ajm:roofing\_various\_sites

Attachments: 2

## ATTACHMENT A

### List of Subject Housing Developments

| <u>Housing Development</u>   | <u>Supervisory District</u> |
|--|-----------------------------|
| Century & Wilton<br>10025 Wilton Place<br>Los Angeles, CA 90047                  | 2                           |
| Triggs Street<br>4432-4434 ½ Triggs Street<br>Los Angeles, CA 90023              | 1                           |
| McBride Avenue<br>1229 South McBride Avenue<br>Los Angeles, CA 90023             | 1                           |
| 4 <sup>th</sup> & Mednik<br>341-343 South Mednik Avenue<br>Los Angeles, CA 90022 | 1                           |
| Carmelita Avenue<br>354-356 South Carmelita Avenue<br>Los Angeles, CA 90063      | 1                           |
| Williamson Avenue<br>706-708 ½ Williamson Avenue<br>Los Angeles, CA 90022        | 1                           |

## ATTACHMENT B

### Summary of Outreach Activities

#### Roofing Replacement at six Housing Developments in unincorporated South Los Angeles

On November 5, 2004, the following outreach was initiated to identify a roofing contractor to complete roofing replacement at the six housing developments identified in Attachment A.

##### A. Newspaper Advertising

Announcements appeared in the following eight local newspapers:

|                           |                            |
|---------------------------|----------------------------|
| Dodge Construction News   | L. A. Sentinel             |
| Eastern Group Publication | Los Angeles Times          |
| International Daily News  | The Daily News             |
| La Opinion                | Wave Community News Papers |

An announcement was also posted on the County WebVen website.

##### B. Distribution of Bid Packages

The Housing Authority's vendor list was used to mail out Invitations for Bids to 122 roofing contractors, of which 101 identified themselves as businesses owned by minorities or women (private firms which are 51 percent owned by minorities or women, or publicly-owned businesses in which 51 percent of the stock is owned by minorities or women). As a result of the outreach, seven bid packages were requested and distributed.

##### C. Pre-Bid Conference and Site Walk

On November 23, 2004, a mandatory pre-bid conference and site walk was conducted with five firms in attendance.

##### D. Bid Results

On December 28, 2004, a total of three bids were received and publicly opened. One bid was received from a firm that identified itself as female-owned. The bid results were as follows:

| <u>Company</u>                     | <u>Bid Amount</u> |
|------------------------------------|-------------------|
| Cooper Roofing Services, Inc.*     | \$116,277.77      |
| S.B.R. Inc.                        | \$141,607.00      |
| Best Roofing & Waterproofing, Inc. | \$156,900.10      |

\* Female-owned firm.

E. Minority/Women Participation – Firm Selected

| <u>Name</u>                   | <u>Ownership</u> | <u>Employees</u>   |
|-------------------------------|------------------|--|
| Cooper Roofing Services, Inc. | Female           | Total: 8<br>5 minorities<br>1 woman<br>63% minorities<br>13% women |

F. Minority/Women Participation - Firms Not Selected

| <u>Name</u>                        | <u>Ownership</u> | <u>Employees</u>  |
|------------------------------------|------------------|---|
| S.B.R. Inc.                        | Non-Minority     | Total: 36<br>27 minorities<br>1 woman<br>75% minorities<br>3% women   |
| Best Roofing & Waterproofing, Inc. | Non-Minority     | Total: 320<br>287 minorities<br>8 women<br>90% minorities<br>3% women |

The Housing Authority conducts ongoing outreach to include minorities and women in the Contract award process, including: providing information at local and national conferences; conducting seminars for minorities and women regarding programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the Housing Authority.

The recommended award of the Contract is being made in accordance with the Housing Authority's policies and federal regulations, and without regard to race, creed, color, or gender.

## **Contract Summary**

**Project Name:** Various HMD Scattered Sites Roofing Project  
**Location:** 10025 Wilton Place, 4432-4434 1/2 Triggs Street, 1229 S. McBride Avenue, 341-343 S. Mednik Avenue, 354-356 S. Carmelita Avenue, & 706-708 1/2 Williamson Avenue, Los Angeles  
**Bid Number:** CM-05-019  
**Bid Date:** December 28, 2004  
**Contractor:** Cooper Roofing Services, Inc.  
**Services:** Roofing Replacements

**Contract Documents:** Part A - Instructions to Bidders and General Conditions; Part B - Specifications; Part C - Bidder's Documents, Representations, Certifications, Bid, and Other Statements of Bidder; all addenda to the Contract Documents.

**Time of Commencement and Completion:** The work to be performed under this Construction Contract shall be commenced within ten (10) days after a Notice to Proceed is received by the Contractor, or on the date specified in the Notice, whichever is later, and shall be completed within ninety (90) calendar days following the required commencement date.

**Liquidated Damages:** In the event of breach of contract, the Contractor and his/her sureties shall be liable for, and shall pay to the Housing Authority the sum of **Four Hundred Dollars (\$400.00)** as liquidated damages for each calendar day of delay, until the Work is accepted by the Owner.

**Contract Sum:** The Housing Authority shall pay the Contractor for the performance of the Construction Contract subject to additions and deductions by Change Order(s) as provided in the Contract Documents, in current funds, the sum of **ONE HUNDRED SIXTEEN THOUSAND TWO HUNDRED SEVENTY SEVEN DOLLARS & SEVENTY SEVEN CENTS (\$116,277.77)**. The Contract Sum is not subject to escalation, and includes all labor and material increases anticipated throughout the duration of this Construction Contract.

**Contract Contingency:** \$29,069.44